

***-JOB POSTING NOTICE (EOE)-***

CLOSING DATE: 07/23/15 (4:30 PM)

STATE JOB TITLE: ADMINISTRATIVE ASSISTANT			STATE JOB CLASS: AA75	
BAND: 04	SALARY RANGE	\$ 026139 - \$ 048361	SPECIAL INCENTIVE: NO	
LEVEL: D	SALARY RANGE	\$ 029408 - \$ 046527	SCEIS POSITION #: 61019689	

DESCRIPTION OF DUTIES:

PROVIDES ADMINISTRATIVE SUPPORT FOR THE WARDEN, ASSOCIATE WARDEN AND ALL OTHER FUNCTIONAL AREA SUPERVISORS AS REQUIRED. PREPARES AND COMPILES GENERAL AND SPECIAL REPORTS AS REQUIRED. DELEGATES APPROPRIATELY AND SUPERVISES DAILY OFFICE SCHEDULE. RESEARCHES AND RESPONDS TO WRITTEN AND ORAL REQUESTS/COMPLAINTS FROM INMATES, RELATIVES, ATTORNEYS, ETC. MAINTAINS A CENTRAL FILING SYSTEM. SERVES AS BACKUP TO THE INSTITUTIONAL COMPLIANCE PROCESS. RECEIVES OFFICE SUPPLIES AND EQUIPMENT AS NECESSARY.

COMMENTS:

MUST ATTEND SCDL BASIC TRAINING